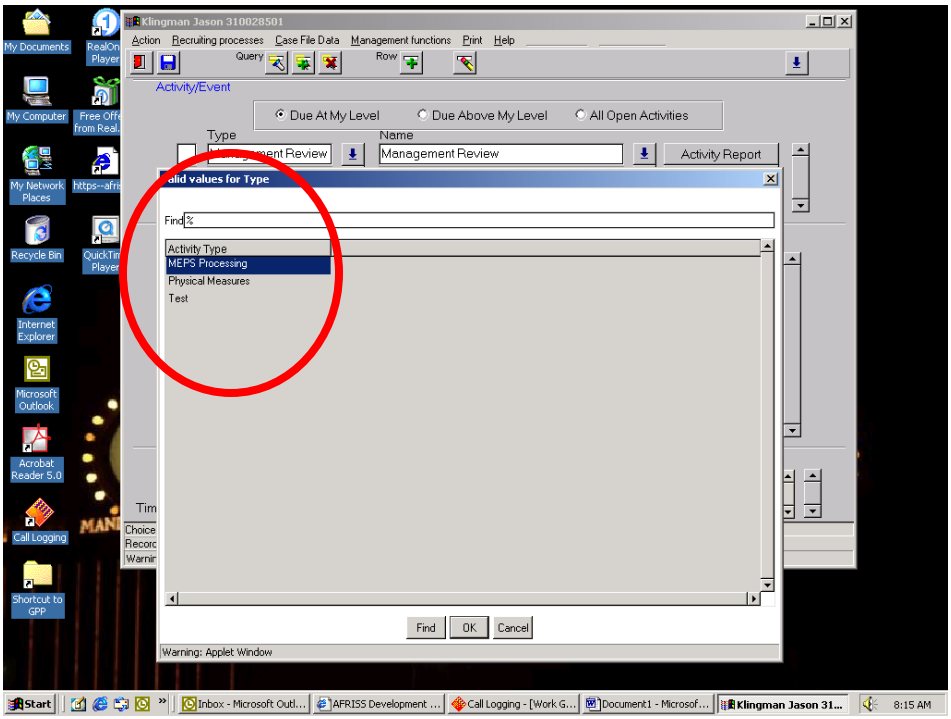
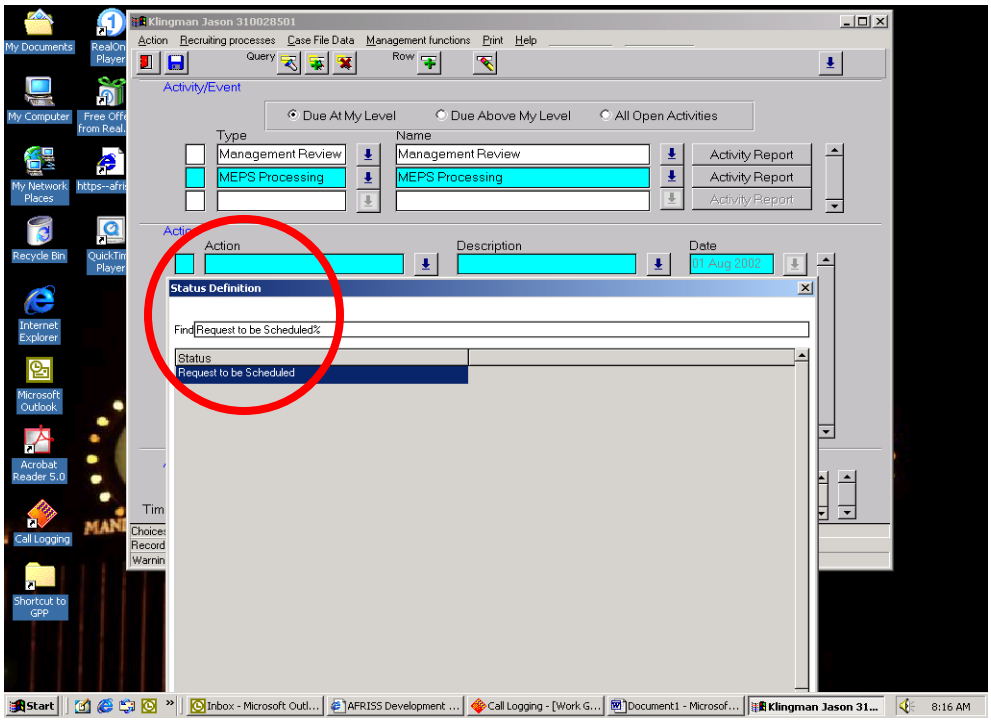
RECRUITER/MEPS SCHEDULING PROCESS

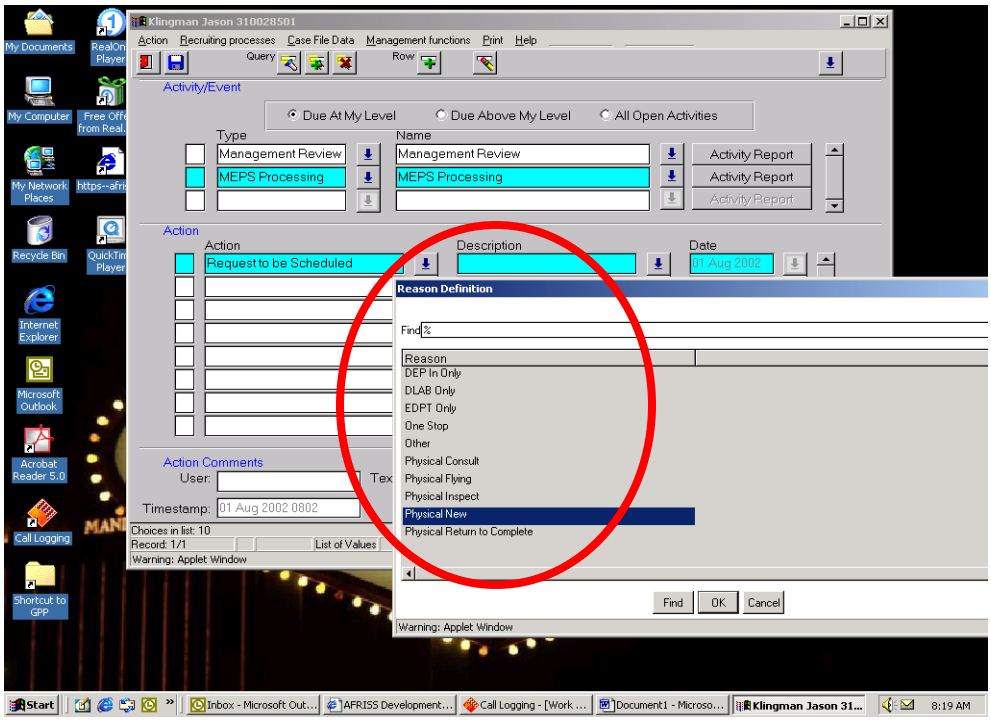
- Recruiter locates applicant to schedule and enters record actions (Unchanged step)
- Open the LOV and select MEPS Processing (Unchanged step)



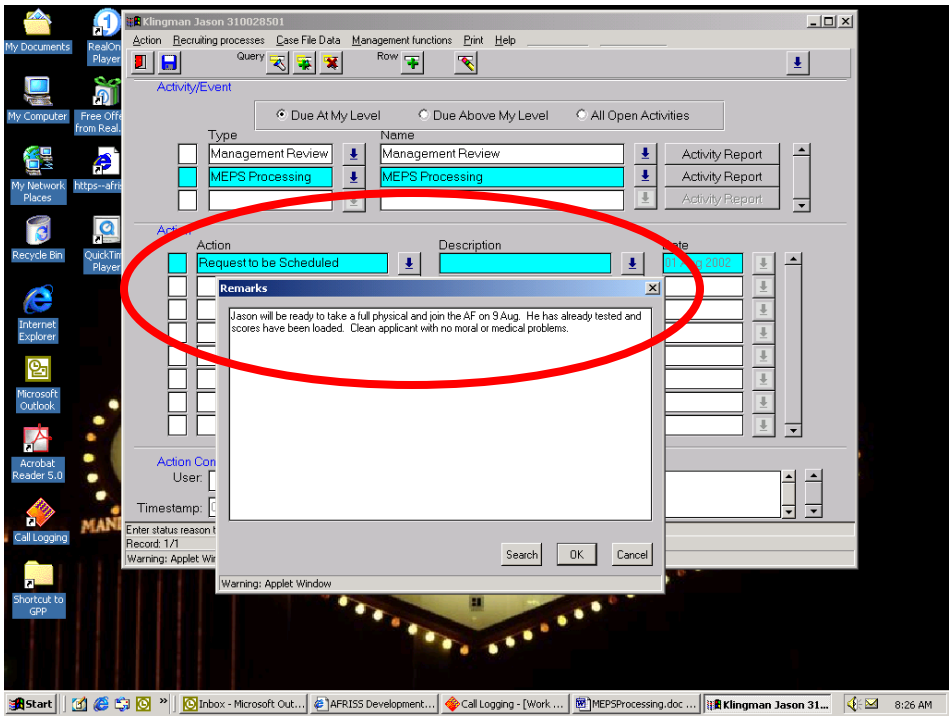
- Under Action, select Request to be Scheduled (Unchanged step)



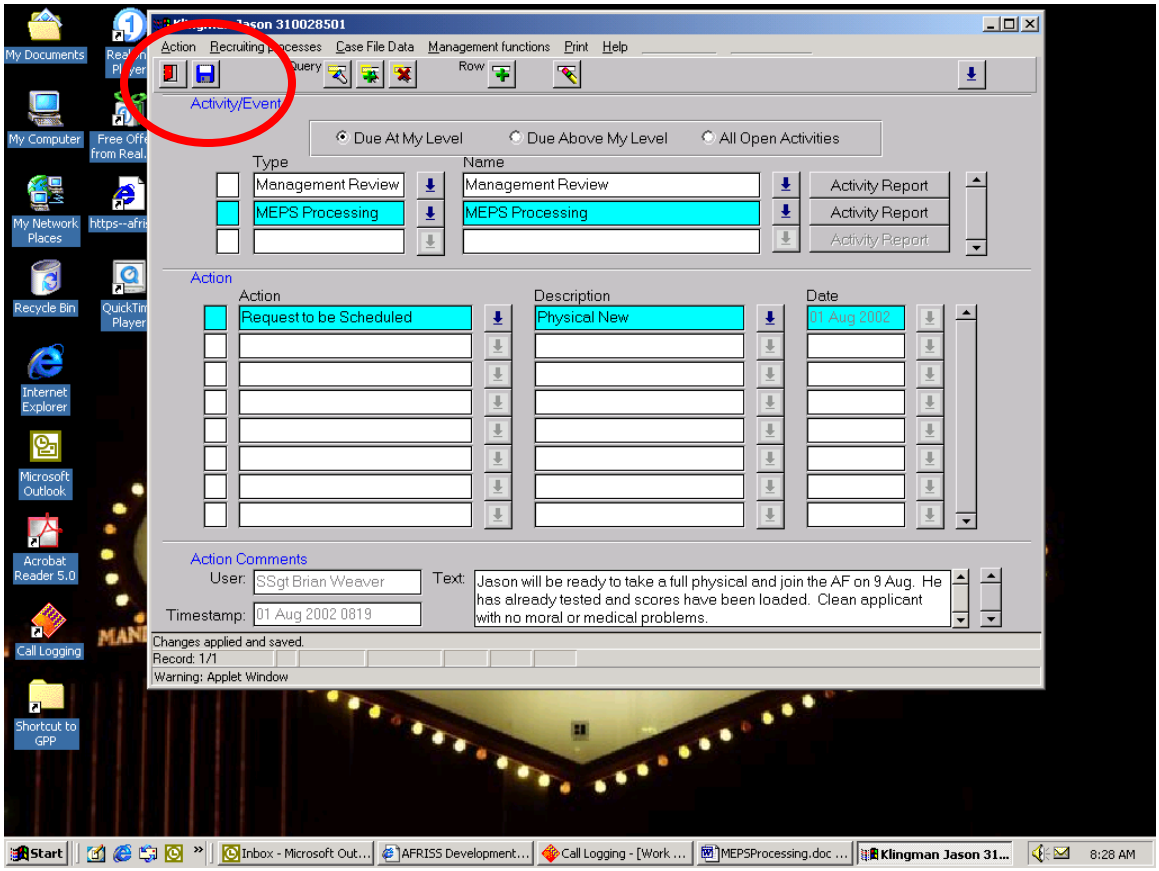
- Upon selecting Request to be Scheduled, a Description LOV will open up with a MEPS Processing choice list
- Select the one that most accurately describes the desired process



- After selecting processing definition, a remarks block will open up for completion



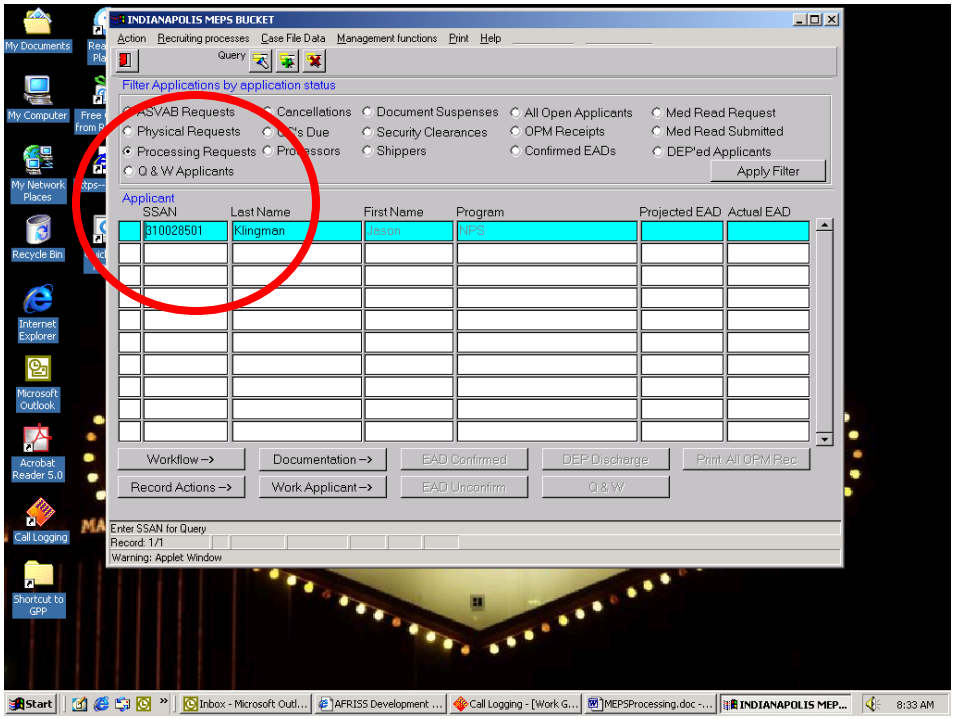
- Save the transaction and the final completed screen will look like the below



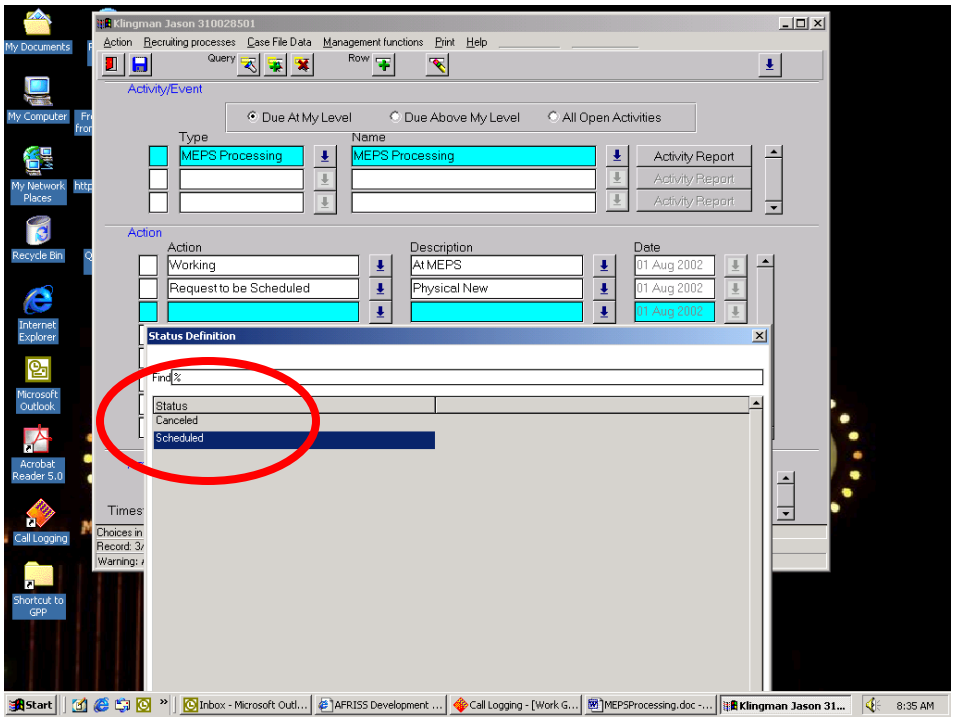
RECRUITER SCHEDULING COMPLETED…

CONTINUE FOR MEPS SCHEDULING INSTRUCTIONS

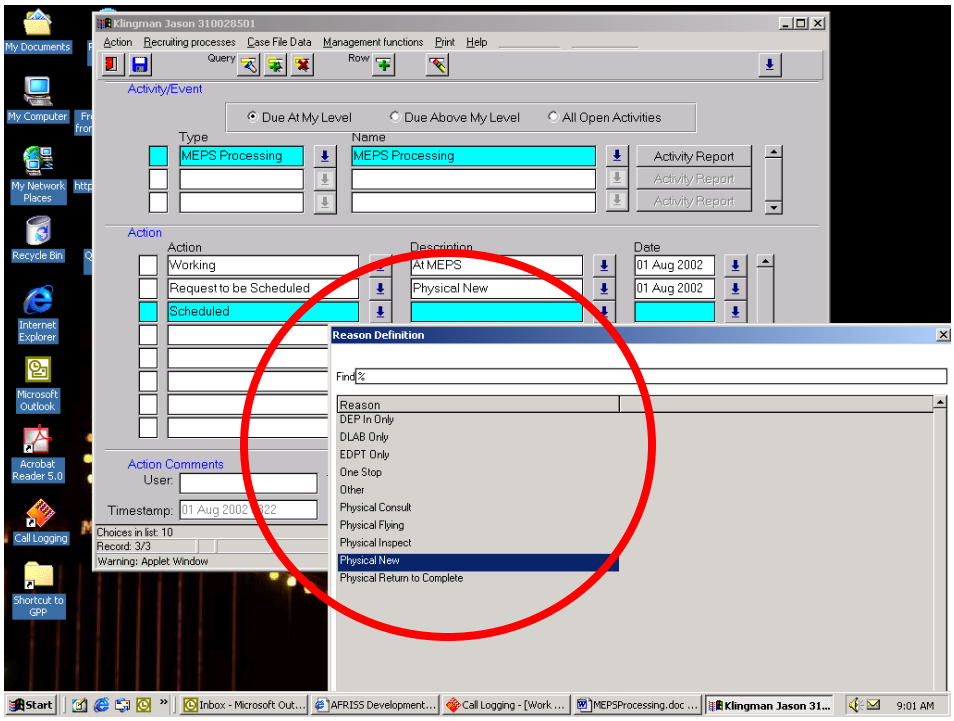
- MEPS finds an applicant in their Processing Request bucket



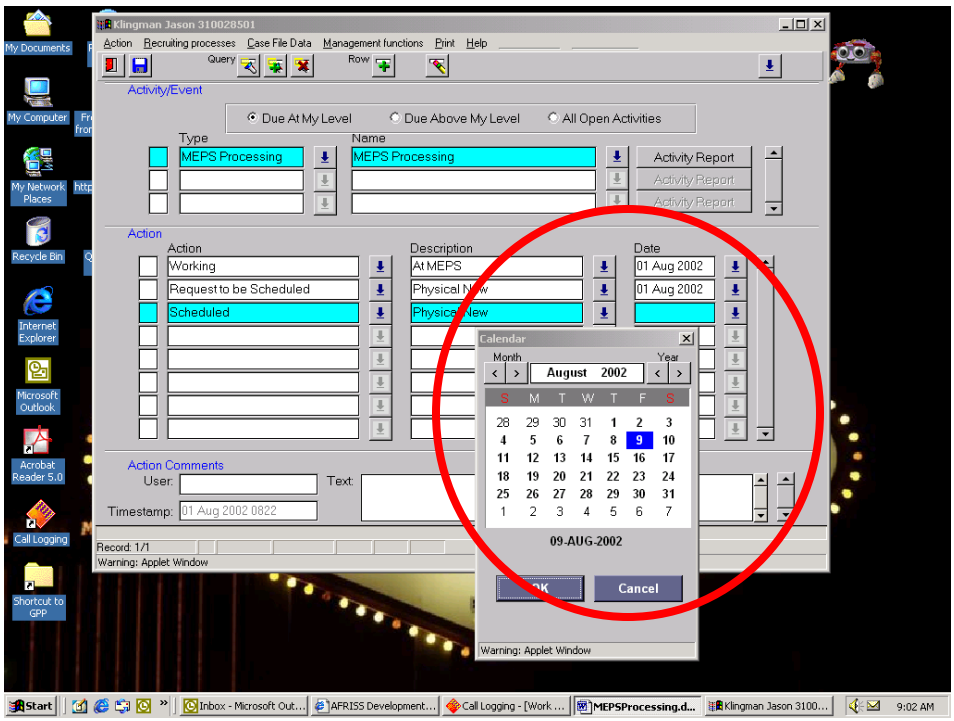
- Enter into Record Actions for that applicant (Unchanged step)
- Select Scheduled (Unchanged step)



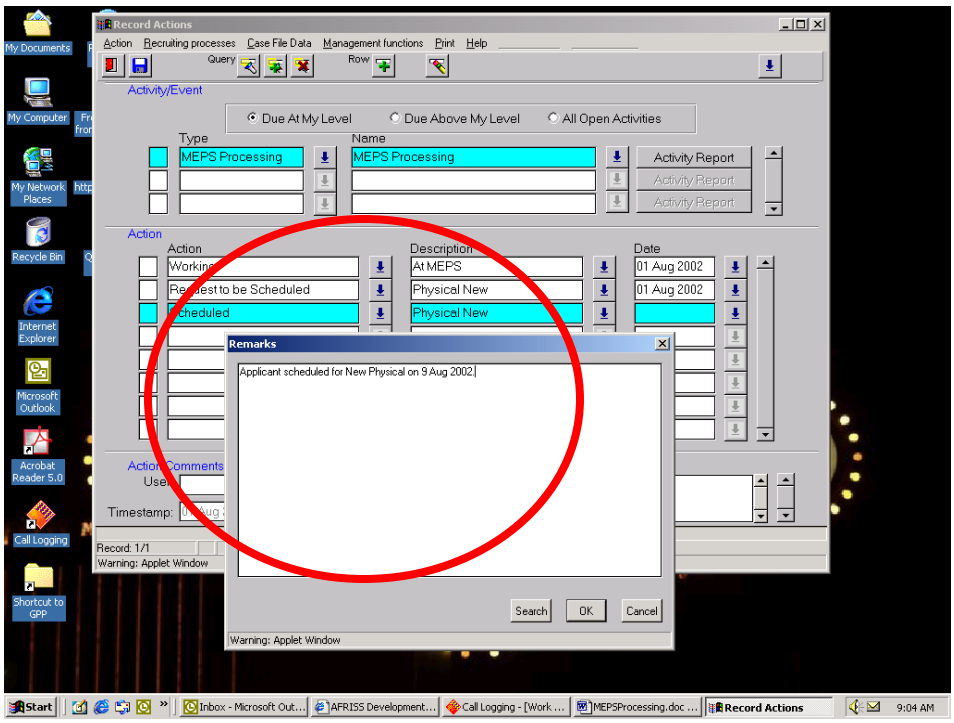
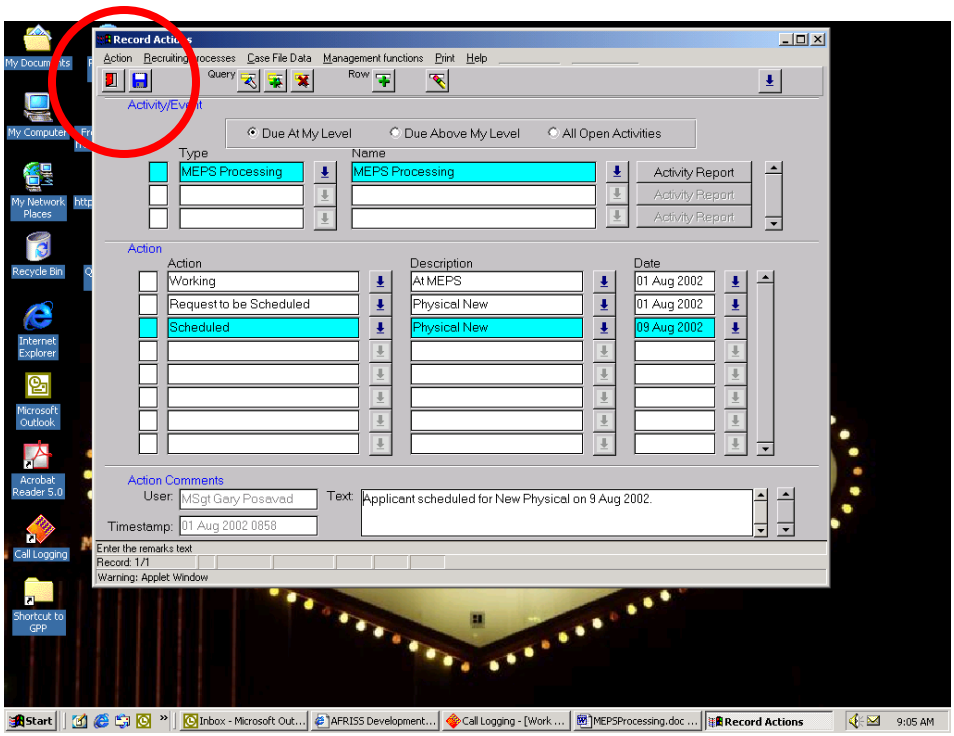
- Upon selecting Scheduled, a definition description LOV opens where you will select the appropriate processing action



- Open the Calendar and select the date that the applicant will be there for processing



- Upon loading date, a remarks window will open for a details input



- Upon completion of remarks, save the transaction